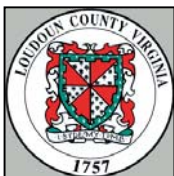


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Loudoun County Fire and Rescue System Guideline

Subject: Volunteer and Career Staff Background Investigations	Approved: 31 August 2004 Revised:
Chapter: Administration	FRG: 3.5.1
Approved: _____, Fire and Rescue Commission _____ , Dept. of Fire and Rescue Services _____ , Operational Medical Director	

Purpose: To establish volunteer and career staff background disqualifiers for all positions within the Loudoun County Fire and Rescue System.

Guideline:

1. The background of all volunteers and career staff of the Loudoun County Fire and Rescue System shall be investigated prior to assuming any position within the system. Host fire and/or rescue companies shall investigate volunteers with the assistance of the Virginia State Police and/or the Department of Motor Vehicles. The Department of Fire and Rescue Services shall investigate career staff.

2. The following criteria shall disqualify an individual from participation within the system:

a. Criminal History

- (1) Conviction of any felony. Convicted felons that have had their civil rights restored by the Commonwealth of Virginia or another state may be considered unless addressed below.
- (2) Conviction of any crime involving sexual misconduct or morals and decency as defined by the Code of Virginia.

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- (3) Conviction of any crime involving sexual or physical abuse of children, the elderly or the infirm or sexual misconduct with a child, making or distributing pornography, using a child in a sexual display, incest with a child or assaults on children, the elderly or infirm person.
- (4) Conviction of any crime involving abuse, neglect, or financial exploitation.
- (5) Conviction of any Class 1 or Class 2 misdemeanor, including traffic violations within the Commonwealth of Virginia or any other State within the past 5 years.
- (6) Conviction of initiating a false alarm, making a bomb threat or threats to burn.
- (7) Conviction of any crimes involving arson as defined by the Code of Virginia, Title 18.2.
- (8) In all cases, criminal activity as a juvenile or as an adult will be examined with respect to seriousness, repetition, time factors, and age of the proposed member,

b. Driving Behavior and Traffic Violations

- (1) Any conviction of driving under the influence of drugs or alcohol, refusal to take breath or trace tests, reckless driving, eluding the police, racing, leaving the scene of an accident, any suspension of driving privileges or violations which fall under the Office of Emergency Medical Services Rules and Regulations within the last five years.
- (2) Conviction of two or more alcohol or drug related driving offenses within the previous five years or being classified as a habitual offender.

c. Drug / Alcohol Activity

- (1) Illegal possession, use, or sale of marijuana or a derivative thereof within the last five years.
- (2) Illegal possession, use, or sale of non-prescription narcotics, controlled substances as defined by the Code of Virginia Schedules 1 or 2 within the past ten years.
- (3) Use of any steroids without prescriptions within the past five years.
- (4) Use of any non-medicinal inhalants within the past five years.
- (5) Conviction of any drug related crimes.

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d. Other Background Factors

- (1) Dishonorable discharge from any military service.
- (2) Court marshal convictions within the United States Military.
- (3) Cheating on any examination or testing involving fire and/or emergency medical services programs.
- (4) Untruthfulness, the intentional withholding of information, deliberately inaccurate and incomplete statements on any applications or other fire and rescue paperwork.
- (5) Lack of proficiency in reading, writing, and speaking the English language as required to communicate with the public.
- (6) Prospective member must not be under any disciplinary or enforcement action from any recognized licensure or certification agency.
- (7) Withholding information regarding criminal activity prior to application for membership
- (8) Prospective member must not have any physical or mental impairment that would render them unable to perform the duties of their position.

3. The list of disqualifiers is not intended as an exhaustive list. A prospective member may be disqualified for other reasons during the application and selection process. Areas of concern shall be evaluated on a case-by-case basis within the scope of a full background investigation.

4. Areas of additional concern may include, but are not limited to, the following:

- a. Arrests for serious criminal activity.
- b. Reduction of charges as a result of a plea agreement or other form of sentencing as a disposition prior to conviction for any criminal or driving disqualifiers included in paragraph 2.
- c. A pattern of driving behavior that shows a disregard for local and State law as well as repeated violations and traffic accidents.
- d. Less than honorable military discharge.
- e. Erratic work record or poor work ethics.
- f. Unfavorable employment or personal references.
- g. Any pattern of alcohol or stimulant abuse.
- h. Revocation of license or certification by any licensure or certification agency.

5. The Department of Fire and Rescue Services and volunteer fire and/or

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rescue companies shall maintain background investigation information confidential.